

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
511**

INMATE ORIENTATION PROGRAM

Supersedes: AR 511 (Temporary, 02/08/10)
Effective Date: 05/20/10

AUTHORITY

NRS 209.131

RESPONSIBILITY

Wardens/Facility Managers are responsible to ensure all arriving inmates receive an orientation process.

511.01 GENERAL PROCEDURES

1. DEPARTMENTAL ORIENTATION

A. The Department's orientation plan will ensure that: **(4-4275)**

- (1) Written orientation materials, with translations in an inmate's first language, are provided where practical.
- (2) When a literacy problem exists, a staff member will assist an inmate in understanding the material.
- (3) Completion of orientation is to be documented by a statement signed and dated by the inmate.

B. The orientation program will: **(4-4277)**

- (1) Assist inmates in the transition to institutional living.
- (2) Explain institutional rules and regulations.
- (3) Describe the programs available.
- (4) Acquaint inmates with institutional activities and goals.
- (5) Identify specific interests, talents or problems.

- (6) Orient new admissions in the intake unit to the reception process.
- (7) Orient transfers to specific rules and functions of the receiving institution.

C. The orientation process will ensure that inmates receive the following:

- (1) Information regarding the Inmate Grievance Procedure. (AR 740)
- (2) Information regarding the Inmate Disciplinary Process. (AR 707)
- (3) Information regarding Prison Industries.
- (4) Department Orientation handout.
- (5) Religious Preference Form DOC-3503.
- (6) Selective Service Registration forms for inmates between the ages of eighteen (18) and twenty-one (21).
- (7) Complete Department of Corrections Form DOC-541 Notification of Debts Owed to the Department of Corrections in accordance with A.R. 258 – Inmate Fiscal Procedures.
- (8) Information regarding obtaining Social Security benefits and Birth Certificates (ARs 816 and 818)

D. Foreign born nationals may also qualify for transfer to their home country. Such inmates should submit correspondence to their correctional caseworker who will then forward the request to the Offender Management Division (OMD).

- (1) Refer to attached notice for participating countries.
- (2) Designated OMD staff will review and forward appropriate applications back to the caseworker.

E. The completion of the orientation program should occur:

- (1) Within one (1) week after arrival for transfers and returnees. **(4-4276)**
- (2) Within four (4) weeks after arrival for new admissions. **(4-4278)**

APPLICABILITY

1. This Administrative Regulation requires an operational procedure.

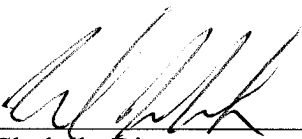
2. This Administrative Regulation requires an audit.

REFERENCES

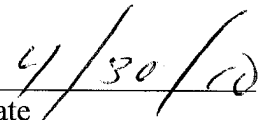
ACA Standards (4th Edition) 4-4275; 4-4276-4278

ATTACHMENTS

DOC Form 3503, Faith Group Affiliation Declaration Form
List of Countries that have International Treaties with the US



Howard Skolnik, Director



Date

NEVADA DEPARTMENT OF CORRECTIONS

FAITH GROUP AFFILIATION DECLARATION FORM

(Print clearly; unreadable requests will not be processed.)

Inmate Name: _____ DOC # _____
Housing: _____

Current Institution: _____

Current Faith Group affiliation:

Change to (write N/A if no change):

NOTE: You may not make another Faith Group Affiliation change for 12 months from the last Approved Date. Upon approval of this affiliation change you are responsible for obtaining, at your own expense, any items relating to your new Faith Group. It is your responsibility to learn and comply with the rules regarding your new Faith Group.

Inmate's Signature

Date Submitted

Chaplain/AWP Signature

Date Received

Approved Denied

(circle one)

Date

Reason For Denial:

Original: Associate Warden/Designee
Copies: Chaplain, I/file

This form is used to determine religious services needs and is not used as an identifying tool in any manner.

DOC-3503 (revised 6/08)

NOTICE

The United States has entered into international treaties with many countries, which may permit a foreign national prisoner from one of the treaty countries to transfer to his home country to serve the remainder of his sentence. The State of Nevada has enacted legislation, which allows it to participate in the international prisoner transfer program. The transfer program is discretionary and not everyone who applies will be qualified or approved for transfer. To transfer, your application must first be approved by the State of Nevada. The United States and your home country must also approve your application before a transfer can occur. According to the United States Department of Justice (www.justice.gov/criminal/oeo/links/intlprisoner/lists.html), if you are a foreign national from one of the countries listed below, and are interested in further information about the program, or would like to apply for transfer, please contact your case manager or your nearest consulate for additional information.

Albania	Georgia	Moldova
Andorra	Germany	Montenegro
Azerbaijan	Greece	
Armenia	Guatemala	Netherlands (including
Australia		Netherlands Antilles and Aruba)
Austria	Honduras	Nicaragua
	Hong Kong	Norway
Bahamas	Hungary	
Belgium		Palau
Belize	Iceland	Panama
Bermuda	Ireland	Paraguay
Bolivia	Israel	Peru
Bosnia and Herzegovina	Italy	Poland
Brazil		Portugal
Bulgaria	Japan	
		Romania
Canada	Korea, Republic of	Russia
Chile		
Costa Rica	Latvia	San Marino
Croatia	Liechtenstein	Serbia
Cyprus	Lithuania	Slovakia
Czech Republic	Luxembourg	Slovenia
		Spain
Denmark	The former	Sweden
	Yugoslav – Republic of	Switzerland
Ecuador	Macedonia	
El Salvador	Malta	Thailand
Estonia	Marshall Islands	Tonga
	Mauritius	Trinidad/Tobago
Finland	Mexico	Turkey
France	Micronesia	
		Ukraine
		United Kingdom*
		Uruguay
		Venezuela

*** United Kingdom Territories: Anguilla, Cayman Islands, Gibraltar, Montserrat, Sovereign Base areas of Akrotiri and Dhekelia in the Island of Cyprus, St. Helena and St. Helena Dependencies, British Indian Ocean Territory, Ducie and Oeno Islands, Henderson Island, Pitcairn, British Virgin Islands, Falkland Islands, Isle of Man**